



DEPARTMENT OF BUSINESS AND INDUSTRY
NEVADA TRANSPORTATION AUTHORITY

Unclassified Position Announcement

ADMINISTRATIVE ATTORNEY

The Nevada Transportation Authority ("Authority") is seeking qualified applicants for the position of Administrative Attorney. This is an unclassified full-time position within Nevada State government.

Recruitment: This is an open competitive recruitment, open to all qualified persons.

Approx. Annual Salary Up To \$96,607. Salary reflects retirement (PERS) contributions by both the employee and the employer. An employer paid contribution plan is also available with a reduced gross salary.

Resumes And Required Information Will Be Accepted Until Recruitment Needs are Satisfied. Qualified applications will be accepted and evaluated on a "first come, first served" basis.

Recruiting For: An unclassified, full-time, supervisory position located in the Las Vegas, Nevada office of the Nevada Transportation Authority.

The Position: Coordinate all agency resources to provide timely and dedicated support to the agency's regulated community (existing and prospective passenger and property carriers, Transportation Network Companies, and these entities' drivers) in their efforts to provide safe and efficient services to Nevadans and visitors to Nevada, and to foster the genesis and growth of such businesses in the Nevada market. As sole in-house counsel for the Nevada Transportation Authority, serve as legal advisor to agency Commissioners on agency matters, during administrative hearings, workshops and public meetings. Prepare all recommended and final decisions resulting from administrative hearings. Coordinate implementation of new or amended statutory provisions, by proposing, drafting and advising on appropriate regulations, and facilitating public participation in the rulemaking process. Assist members of the regulated community and the public in filing requests for relief. Respond and coordinate the response of others to inquiries about the application of statutes and regulations and requests for data or information. Supervise and review the work performed by legal support staff. Prepare and coordinate preparation by others of item descriptions, briefings, and orders for the items to be addressed the Authority's general and special sessions. Coordinate administrative hearing process. Serve as agency liaison to carriers and Transportation Network Companies in the Authority's regulatory oversight of these entities and their employees and/or driver-partners. Coordinate driver permit application review and resolution of issues of material concern regarding driver fitness.

Skills Required: Must be able to work independently with minimal supervision as well as in a team environment in collaboration with Commissioners, Deputy Commissioner, other agency managers, attorneys, accountants, law enforcement officers, auditors, and other staff members. Must be able to work with a broad range of people and objectively engage in work procedures, products or processes. Must have a high degree of organizational professionalism, leadership abilities, and excellent oral and written communication skills. Must be able to direct, mentor and motivate personnel; research, analyze, produce, review and edit division work

product; compile and summarize information and prepare periodic or special reports related to assignments; and contribute effectively to the successful accomplishment of Authority goals, objectives, and activities. May be expected to perform additional job-related duties and may be required to have or develop additional specific job-related knowledge and skills. Availability for infrequent travel (typically up to 5% of the time) is required.

Minimum Qualifications: Graduation from an accredited law school and active membership in the Nevada State Bar (admissibility as government in-house counsel under Supreme Court Rule 49.10 acceptable) and three or more years of increasingly responsible experience as a practicing attorney, with at least one year experience in administrative and/or utility regulatory law that includes litigation experience or with a regulatory consulting firm with emphasis on administrative law that includes litigation experience. Additionally, the position requires professional level administrative and supervisory experience in a law office or legal department.

Supplemental Questionnaire: Responses to the supplemental questionnaire must include extensively detailed information with time frames regarding education and experience. Along with each answer, identify the position(s) and/or training (as identified on your resume) where you gained the background asked for in the question. Absence of experience/training asked for in a question will not necessarily be disqualifying.

1. Describe your regulatory experience.
2. Describe your administrative law experience.
3. Describe your employment law experience.
4. Describe your experience with Nevada's Open Meeting Law and Public Records Law.
5. Describe your litigation experience.
7. Describe your administrative and supervisory experience in a legal setting.
8. Describe how hiring you for this position would add value to the Authority.

Interviews: The Authority may schedule interviews with one or more candidates. Interviews may be conducted in person at an Authority office or via teleconferencing.

Resume and Required Information: Failure to provide the resume with all the required information will be deemed an incomplete submittal and may not be considered.

1. Cover Letter
2. Resume
3. Supplemental Questionnaire
4. Recent Unedited and Candidate-Authored Writing Sample
5. Professional References (minimum three)

Submit Resumes and Required Information/Direct Inquiries To:

Ann Wilkinson, Chairman
Nevada Transportation Authority
1755 E. Plumb Lane, Suite 216
Reno, NV 89501

Resumes and all supporting documentation may be emailed to awilkinson@nta.nv.gov

Please note the following in the subject:

"Administrative Attorney Position", your Last Name, and Where You Heard About This Position